

# PROBATIONARY



**St. Louis Park  
Public Schools**

*Achieving success, one student at a time!*

**St. Louis Park Public Schools  
Probationary Teacher Development  
& Evaluation Plan**

*was created collaboratively  
by representatives of*

**K-12 Teachers, Park Association of  
Teachers Leadership (PAT),  
Building Principals, and School  
District Leadership**



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The Statute

MN Statutes sections 122A.40 and 122A.41 define requirements for teacher evaluation. According to statute, districts must have begun evaluating teachers in school year 2014-2015.

By law, the TDE Plan must include:

- A peer review process
- A three year review cycle
- Individual growth and development plan
- Summative evaluation by a qualified and trained evaluator
- Portfolio option
- Longitudinal data on student engagement
- Growth data for students based on valid and reliable measures
- Professional learning communities
- Staff development with coordinated evaluation
- Teacher improvement process
- Discipline for teachers not making adequate progress in the teacher improvement process

## Foundational Beliefs

The foundation for building a local Teacher Development and Evaluation (TDE) plan for St. Louis Park Public Schools is grounded in our shared beliefs.

We believe the collaborative process of developing a TDE plan will make the plan stronger.

We believe in continuous growth and improvement for all educators.

We believe the evaluation process should be clear and consistent for all educators in our District.

We believe high quality teaching with a focus on racial equity has a positive impact on student achievement and will help us in closing the achievement gap.

We believe our local plan will need to be regularly reviewed and updated as professional needs in the District change.



# Probationary Teacher Development & Evaluation Plan

## Timeline

Years 1-3 (P1-P3)		
Task		Suggested Completion Dates
Fall	Peer Observation Cycle #1	December 1
	PDP completed in Truenorthlogic (TNL)	October 1
	Evaluator's Observations	1st by November 1
	Student engagement survey scheduled by teacher	Within Observation Window
Winter	Peer Observation Cycle #2	Goal February 28 - Before Spring Break
	PDP Mid Year Check & Reflection placed in TNL	January 31
	Evaluator's Observations	2nd by January 31
Spring	Peer Observation Cycle #3	May 15
	PDP Final Results & Reflection(s) placed in TNL <ul style="list-style-type: none"><li>• PDP, Best Practice Reflection (optional; used for relicensure)</li></ul>	May 31
	Student Engagement Survey Results and Reflection placed in TNL	May 31
	Evaluator's Observations	May 31

## Student Engagement Survey

Probationary teachers must complete the Student Engagement Survey and Reflection.

- Student Engagement Surveys
  - Teacher completes a student engagement survey during a calendar window identified by the District (this is done by all teachers each year)
  - Once per year by all teachers
  - Survey group includes students for whom teacher is responsible
  - Survey tool will vary by age: K-2 / 3-5 / 6-12+ / ABE
  - Teacher will write a professional reflection of final survey results

If a teacher cannot identify a group of students to survey, they are to meet with their supervisor to make an alternative plan.

# Probationary Teacher Development & Evaluation Plan

## Glossary of Terms

**Evaluation Cycle:** Three years (P1-P3 for probationary teachers).

**Evaluative Year:** The third year of the tenured teacher Evaluation Cycle.

**Trained Evaluator:** Administrator(s) responsible for the summative evaluation.

**Summative Evaluation:** Final Evaluation paperwork done by the trained evaluator at the end of the three-year Evaluation Cycle for tenured teachers.

**Peer Observation Cycle:** The three-part cycle consisting of a pre-observation, observation and post-observation. Three cycles per year.

**Peer Observers:** Trained observers who are non-administrative in their job duties.

**Professional Portfolio:** Electronic folder within PS Perform for keeping observation paperwork, Professional Reflections, and Student Engagement Survey results; other artifacts may be included at teacher's choosing.

**ATPPS Observation Form:** Form used by Peer Observers for formal observations (Q-Comp).

**Professional Development Plan (PDP):** Individual Growth and Improvement Plan written by each teacher in the fall every year.

**Student Engagement Survey:** Survey tool designed to measure student engagement. Differentiated tools for K-2 / 3-5 / 6-12 / ABE.

**Professional Reflections:** A series of professional reflections done each year throughout the evaluation cycle by the teacher; reflections are shared in Professional Portfolio.

**PowerSchool Unified Talent:** PowerSchool Perform is the District's on-line system for TDE. PowerSchool Unified Talent Professional Learning (formerly TNL) will be used for on-line PD, relicensure information and transcripts.

# Comparison of TDE and ATPPS Components

	TDE Component	ATPPS Component
Peer Observation	X	X
PDP	X	X
Student Engagement Survey and Reflection	X	
Principal or Administrator Observation	X <ul style="list-style-type: none"> <li>• Probationary all three years</li> <li>• Tenured at least every three years – 2-3 pieces of evidence per component or domain</li> </ul>	
District Goal	X	
Building Goal	X (same goal as ATPPS)	X

# Probationary Teacher Development & Evaluation Plan

## Online TDE Process

Please refer to District website ([www.slpschools.org](http://www.slpschools.org)) under the Human Resource Department's Employee Training tab.

*TDE forms and process are now in an online system. The PDP, observation forms, and information about the student survey are available at*

*<https://slpschools.tedk12.com/perform>*

- *Observation Form for Peer Observers*
- *Observation Form for Evaluators*
- *Professional Development Plan (PDP) Form and Reflection*
- *Student Engagement Survey Tool & Reflection*

## Resources

<https://slpschools.tedk12.com/perform>

[www.education.state.mn.us/MDE/dse/edev/](http://www.education.state.mn.us/MDE/dse/edev/)


[www.educationminnesota.org/](http://www.educationminnesota.org/)

## Contact Information

- Your Building Principal or Site Administrator
- HR Consultant for TNL (Performance Matters) help
- Director of Human Resources
- Director of Research & Assessment for Student Survey help
- ATPPS Coordinator for ATPPS items (see grid on page 7)
- PAT President







*The TDE committee will continually monitor and evaluate the effectiveness of this plan and periodically update it as needed. As much as possible, all edits will take place at the conclusion of each school year. The committee will be comprised of representatives from the District and PAT membership, including Director of Teaching & Learning, Director of Human Resources, Director of Research & Assessment, ATPPS Coordinator, and PAT President.*



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